

(ATTACHMENT)

RECORDS CONTROL SCHEDULE 204, FOR THE SERVICEWIDE COLLECTION
FUNCTION

Description of Records	Authorized Disposition
1. Certified and Registered Mail Records. (Job No. NC1-58-83-6 Item 17)	
(a) Registers and receipts of incoming and outgoing certified and registered mail except Statutory Notices.	
1 Other than tax related.	DESTROY after one year.
2 Tax related (except Statutory Notices).	DESTROY after three years.
(b) Statutory Notices of Intent to Levy (issued ⁶³³¹ pursuant to IRC <u>6631</u> (d)). Computerized certified mailing lists.	RETIRE to the Federal Records Center three years after the date of assessment . <i>the statutory notice.</i> DESTROY twelve years after the date of assessment . <i>the statutory notice.</i>

*Change made
w/ concurrence of
agency records
officer and NR.*

*TT
8/18/04*